

**MINUTES**  
**UAF STAFF COUNCIL #278**  
**Monday, Feb. 6, 2016**  
**8:45 - 11:15 AM**  
**Wood Center Ballroom**  
**Google Hangout**

**I. CALL TO ORDER & ROLL CALL**

**A. Call to Order**

- i. The meeting was called to order by President Nate Bauer at 8:45 AM.

**B. Roll Call**

**i. Present:**

(Online Google Hangout = GH)

Jessica Allard  
 Joseph Alloway  
 Jessica Armstrong  
 Jesse Atencio  
 Kara Axx  
 Nate Bauer  
 Chris Brooks (GH)  
 Melissa Campbell  
 Alexander Chisum  
 Karina Gonzales  
 Jane Groseclose  
 Kimberly Knudsen  
 Lena Krutikov  
 Jenell Merrifield  
 Kaydee Miller (GH)  
 Ellarae Miner  
 Sue Mitchell  
 Mathew Mund  
 Kathy Nava  
 Emilie Nelson  
 Dean Ojala Jr.  
 Chad Oleson (GH)  
 Alda Norris

**Present (cont.)**

Brianna Pauling  
 Wendy Rupe  
 Chynna Sandgren  
 Carrie Santoro  
 John Smelter  
 Samara Taber  
 Amanda Wall  
 Lesli Walls

**Excused**

Susie Frei  
 Suzy Nicolai  
 Theresa Quiner

**Guests & Others Present:**

Chancellor Dana Thomas  
 Provost Susan Heinrichs  
 Vice Chancellor Larry Hinzman  
 Michelle Renfrew, Director, University  
 Relations  
 Nicole Dufour, Exec. Scty., Staff Council  
 Chris Fallen, Faculty Senate  
 Colby Freel, ASUAF  
 Kim Davis, UAF Centennial

- ii. Quorum was met

**C. Approval of Staff Council Meeting #278 Agenda**

- The agenda was approved as presented

**D. Green Dot Minute**

- The university is moving forward with the hiring of a new Diversity and Equal Opportunity Director. There were well attended forums for the candidates a few weeks ago. They expect to make a hiring decision in the next few weeks.

**II. CHANCELLOR'S REMARKS**

**Hiring Searches:**

- In addition to the forums for the new Director of Diversity and Equal Opportunity held last week, online

feedback was collected. Chancellor Thomas meets with the search committee later today.

- The search for a permanent UAF chancellor is underway. The advertisement has been posted in newspapers across Alaska and in places like the Chronicle of Higher Ed.
- The search for a new Vice Chancellor of University and Student Advancement is also underway. The position has been advertised and a committee has been set.

### **Strategic Pathways Phase 2:**

- Strategic Pathways Phase 2 includes reviews of:
  - Fisheries
  - Health
  - eLearning
  - Community Campuses
  - Student Services
  - Human Resources
  - University Relations
  - Institutional Research
- You have the opportunity, individually and collectively to provide input on Strategic Pathways Phase 2. There are multiple ways to provide feedback including public forums prior to each of the next two Board of Regents (BOR) meetings. There are also online feedback forms available for each of these areas.
- Decisions for this phase are expected to be made at the June meeting.
- The president is extending the period for input.
- You are encouraged to provide input during this process and to ask your colleagues to do the same.
- They are taking a slightly different approach to this phase. The Summit Team is being allowed to score and provide comments on to the various options under each area. The scoring occurs in five areas: access, quality, efficiency, community, and sustainability. Additionally they will be providing specific feedback about their views of the acceptability of each of the options, which is different from what occurred under Phase 1.
- Chancellor Thomas has held meetings on each of these areas with the affected group to prepare them in part for their meeting with the president and to prepare the leadership team so they have a broader idea of consequences and to collect feedback from those who would be impacted.

### **Budget**

- Budget targets have been released. The governor proposed a flat budget for the university of 325 million, which is for the statewide system as a whole. The Alaska Senate has been discussing a staged continuing decrease of 5% this year 3% next year, and 2% the year after that, with the goal of reducing the overall state budget by an additional 750 million.
- There is no planned salary increase for FY18, except for one exception. The exception is UAFT collective bargaining agreement is in the last year of an agreement that includes an increase.
- Statewide and the BOR have set a strategic reallocation that puts an approximate 6% reduction applied across the board.
- What we have released are targets, they are starting points for conversations. They expect feedback from units regarding possible impacts.
- Budget planning targets are based on a 3% enrollment decline. The goal is to grow enrollment, but there is a lot of bad news across the system, including budget cuts, which impacts enrollment.

### **Title IX:**

- A US Office of Civil Rights (OCR) announcement is expected to come out sometime in the next two weeks. It is expected to have some bad news for the university. OCR reviewed our process and our complaints from the years 2011 - 2014. We really took up this effort beginning in 2014 and we have made significant progress since then, including required training of faculty, staff, and students; the GreenDot Program; and a variety of other programs. However, during the period of compliance review, there were some things that we did not do right.

### **Provost Henrichs on Enrollment**

- We will not know what our overall enrollment will be until the end of the spring semester. We have our opening enrollment numbers and enrollment is down in terms of credit hours by about 5.5%. The decrease is larger at CTC than it is on the main campus in part due to the shift of General Education Requirement (GER) sections to the Fairbanks campus over the past year.
- We need to continue to spread the good news about UAF. UAF has created opportunities for

students for many years. We offer excellent quality programs that clearly lead to better employment opportunities for our graduates.

#### **Larry Hinzman, Vice Chancellor for Research**

- In May, Fairbanks will host the Arctic Council's ministerial meeting, which will be the final meeting with the U.S. as chair of the Arctic Council.

#### **Chancellor Thomas:**

- Chancellor Thomas noted that there is some good news. UAF has not suffered the same enrollment declines seen at UAA and UAS. This means we are maintaining our efforts at a high level. Fairbanks will also soon see the introduction of the F-35 squadrons which is a very positive for our city.
- The administration recognizes the stress uncertainty among staff and faculty. You are encouraged to focus on what you can do. You can advocate for your programs. You can provide the best student services to those that you serve. Help each other out.
- Nate noted that there have been deficiencies in communication and as Staff Council members we can strengthen our communication with our units.
- Nate thanked Chancellor Thomas, Provost Henrichs, and VC Hinzman for spending time with Staff Council members this morning. Chancellor Thomas was also thanked for hosting breakfast prior to the meeting.

### **III. PUBLIC COMMENT (none)**

### **IV. GUEST SPEAKER**

#### **A. Michelle Renfrew - UAF Centennial**

- Michelle was present to provide information on Centennial activities and events that will take place throughout the year.
- The Centennial kicked off on New Year's Eve. We are celebrating the entire year of 2017. KUAC, for the first time, put together a soundtrack that played simultaneously with the New Year's Eve fireworks show. The only setback was that a wind storm knocked out one of the transmitters, so the soundtrack did not get played over the radio. It was available online.
- Planning for the Centennial began about two years ago. Kim Davis is the director of the effort. There is an overarching planning committee with various subcommittees. There are around one hundred people across campus who are serving on one of these committees.
- The Centennial provides an opportunity to build pride and a sense of awareness about UAF and UA as well as some very focused fundraising and development efforts.
- In planning, they developed an overall communication plan that would make the events meaningful, while being sensitive to the current budget situation. This effort included the creation of a new logo and the tag line "Celebrating a Century," along with a Centennial toolkit that allows campus to use the related graphics. These are available on their website. There is also a new Centennial website: [www.uaf.edu/centennial/](http://www.uaf.edu/centennial/)
- An ongoing project on their website is an interactive timeline. The first two chapters are currently available.. They are working on a third chapter.
- They would like to include in the timeline things that people are doing in their respective units.
- There is a philanthropic aspect to the Centennial. Centennial scholarships for students, the Alaska Center for Energy and Power and Troth Yeda are the three initiatives selected for Centennial fundraising.
- #UAF100 is being used to share information and document experiences. You can use it for anything you are doing on campus this year.
- Another goal is to try to educate people about our history and our role in Alaska. With this in mind, they worked with eLearning to create a video which has been used in various places, including at convocation. The video is available on the website.
- The next event is the Blue & Gold Centennial Gala with the proceeds going to the Centennial Scholarship Fund.
- On May 3, the anniversary of the signing of the bill which created the college, they will hold a reenactment of the signing in Centennial Square.
- May 6 will be our 100 Centennial commencement ceremony

- There is also the Week of the Arctic in May
- The Alumni Rendezvous is being moved to July in the hope to appeal to Alumni who are outside and may be able to return in the summer.
- They are ending with a final Holiday Gathering and the New Year's Eve Spectacular event.
- There are a number of additional events which will take place over the year. The list is on the [www.uaf.edu/centennial/](http://www.uaf.edu/centennial/)

## V. STATUS OF PENDING ACTIONS

### A. Staff Council Resolution 2016-277-2: Resolution Proposing Changes to Furlough Leave Language in UA Regulation R04.07.110 D1 to Allow for Leave Accrual by Non-exempt Employees

- i. Attachment 278-1: Motion 2016-278-1: Motion to Amend Resolution 2016-277-2 - Approved
- Motion 2016-278-1 was unanimously approved

### B. Staff Council Resolution 2016-277-3: Staff Volunteer Day Proposal and Resolution of Support

- i. Attachment 278-2: Resolution 2016-277-2 - Approved
- The resolution and proposal will be forwarded to the Chancellor's Office for consideration.

### C. Staff Council Motion 2016-275-1: Motion to Amend 'Carolyn Sampson UAF Staff Council Memorial Scholarship Endowment' to Comply with New UA Foundation and UA Anti-Discrimination Policies

- i. Attachment 278-3: Motion 2016-275-1 and UA Foundation Agreement Report and Approval of Revisions
- These are the final formalized changes from the foundation which are now official.

## VI. OFFICERS REPORTS

### A. Nate Bauer, President

- New members were welcomed.
- A strength of Staff Council over the last few terms is that we are a bottom-up organization and we rely on our members and representatives to drive our agenda. The character of the organization is driven and determined by the representatives and we look forward to hearing your perspectives.
- It is important to communicate with the people in your unit, both in terms of getting information to people and collecting feedback from your constituents.
- We want people to be comfortable sharing their feedback.

#### Strategic Pathways

- From a governance perspective, this is a topic that has consumed a lot of energy over the past few years.
- Phase 2 - we have options reports from the 8 areas that were reviewed in this phase. We had staff governance representation on each of the review teams. In some cases this included employees with expertise in that particular area, in some cases it did not. If you have expertise in any of these subject areas, it is important that you provide feedback through official channels. On [www.alaska.edu/pathways](http://www.alaska.edu/pathways) you can find information on each of the phases along with links to forms to provide feedback.
- The feedback processes are very equitable. The structures of these options reports include the presentation of specific scenarios of how functions and components of the university might change, some in very drastic ways across the whole university system.
- One of the most drastic so far has been the School of Education decision. There has been a lot of tension and response to that decision. In regard to the Phase 2 areas, we have the opportunity and the responsibility to provide feedback. Some people might have skepticism regarding how seriously the feedback is taken. From Nate's perspective, the feedback is taken very seriously.
- If you care about any of these areas in Phase 2, take the time to look at the options reports and provide feedback.

**Staff Alliance Retreats**

- Staff Alliance is the systemwide staff governance group which includes the officers from each of the four major academic units (MAUs), which includes UAF, UAA, UAS, and statewide.
- Nate and Samara, as UAF's officers and members of Staff Alliance, were recently in Anchorage for a Staff Alliance retreat.
- During this retreat they discussed Strategic Pathways Phase 2 options.
- The possibility exists for Staff Alliance to provide a detailed formal response to the Phase 2 options on behalf of systemwide staff governance. They did not take this option in Phase 1 for a number of reasons, partly because the process was unclear and the process was new.
- Staff Council also has the option to provide a detailed formal response. We would need to move relatively quickly on this due to the timeline.
- In addition to providing feedback on the official feedback form, you can also bring that feedback to Staff Council.
- Staff Council does not meet again until after the next Board of Regents (BOR) meeting, so Staff Council would need to provide a formal response electronically outside of the meeting, which is possible.
- Further discussion of Strategic Pathways was postponed until later in the meeting under agenda item IX. C.

**Alternative Compensation**

- Staff Alliance's Compensation committee has come up with a formal proposal for alternatives to compensation increases. These ideas will be shared with Staff Council members through email.

**Staff Awards**

- The Chancellor's Cornerstone Award is the most prestigious award a UAF staff member can receive. Nominations for the Chancellor's Cornerstone Award are open through Feb. 10. You can submit nominations at [www.uaf.edu/chancellor/awards](http://www.uaf.edu/chancellor/awards)

**Chancellor Search**

- Nate is serving as the Staff Council representative on the hiring committee for the next permanent chancellor. There are some significant differences between this search and the last cancelled search. They are not contracting with an outside vendor, it is being handled internally. There is a committee that includes university stakeholders, including staff representation.
- Nate has been encouraged by ex officio committee member Vice Chancellor Kari Burrell to seek out either individual potential advocates that staff think would be good candidates for the position or networks that we could reach out to in an effort to find additional candidates. For this search, there is a focus on experience within the state of Alaska, which was not emphasized as much in the previously cancelled search.
- Your thoughts are welcome on any potential individuals who you feel would be a potential candidate or networks that we could reach out to in an effort to identify potential candidates.
- A list of current Chancellor Search Committee members is available here: [www.uaf.edu/chancellor/search/](http://www.uaf.edu/chancellor/search/). These ideas are currently being discussed at a systemwide level, but it would be possible for Staff Council to provide feedback if that is something the group wishes to do.

**B. Samara Taber, Vice President**

- New members were welcomed
- Executive Board discussed ways that we can improve communication.
- During Staff Alliance's recent retreat, Keli McGee provided many great resources. This included discussion of developing a leadership pipeline. She also spoke about position descriptions (PD's) and performance evaluations.
- Samara is serving on the search committee for the new Vice Chancellor of University and Student Advancement.

**VII. GOVERNANCE REPORTS****A. ASUAF Report - Colby Freel, President, ASUAF**

- Each spring a delegation of students from across UA take a legislative advocacy trip to Juneau. This is usually a very productive experience.
- Late last semester, students adopted a resolution requesting that the \$150 fine for not taking Haven

training be replaced with a registration hold and for the implementation of a 1 credit course that covers something similar to Haven training and other topics. This was submitted to the Chancellor. Beginning in Fall 2017 a registration hold will take the place of the \$150 fine and, with Faculty Senate approval, a 1-credit course will be offered as an alternative to Haven training. The details of the course will be determined during the normal course development process through Faculty Senate.

- Students are proposing a new fee that will cover SRC building maintenance and repair as well as R&R and to compensate for a portion of the fee that was going to support that. They will be voting on this fee in their next election. Students will also be asked to approve the renewal of the sustainability fee at that time.

#### **B. Faculty Senate Report - Chris Fallen, President Elect, Faculty Senate**

- For new members, Chris Fallen is the President-Elect of UAF Faculty Senate.
- Faculty Senate meets later today when they will consider two items that have received some media coverage. One resolution that will be considered is a vote of no confidence in President Johnsen. The other resolution is in opposition to the re-decision to move the School of Education to Juneau.
- Tied to Chris' research, the HAARP facility near Glennallen will be turned on later this month. If you know where to look, you will be able to see the artificial aurora.

### **VIII. BREAK**

### **IX. UNFINISHED BUSINESS**

#### **A. Univ. Advocacy's Staff Mentoring Interest Survey**

- The committee will resume its work on this issue in February.

#### **B. Staff Council's 'Staff Volunteer Days' Proposal**

- Chancellor Thomas is interested in supporting this effort. We also intend to send this proposal and the associated resolution through Staff Alliance.

#### **C. UA Strategic Pathways <http://www.alaska.edu/pathways/>**

- Staff Alliance had lengthy discussions about the eight review areas. It was a priority for Staff Alliance to bring some of the ideas in Phase 2 back to local governance groups for feedback.
- If the group is interested, it is possible for Staff Council members to take formal action regarding the group's position on any of the Phase 2 recommendations, which can also be forwarded to Staff Alliance.
- If anyone has any particular interest in specific review areas or options, you are encouraged to provide feedback. We would like to start with the options reports and then discuss from there. It is unclear if we would be able to make any decisions at today's meeting, but this is something that we can continue to discuss either online, or in our committees.
- In the interest of time, we will not go into great detail immediately, but Staff Alliance did go through and identify some options that were preferred over others:

##### **Student Services:**

- Staff Alliance viewed Option 4 as something that would be both a realistic and positive change.

##### **Institutional Research:**

- A clear finding of the Pathways team was that current institutional research is insufficient and there is a clear need for improvement across the system. Most of the options are in terms of more or less specialization. One current view is that right now it is too decentralized and it does stand to benefit from consolidation. Even having standard metrics would be a beneficial change. Right now there are a lot of different ways that things are measured
- The Option 4 (Collaborative Knowledge Network) which is the one that the review team seemed most excited about, involves increasing staffing levels for data management.
- In Strategic Pathways, one commonly heard complaint is that there seems to be a deficiency in and need for better data. Review teams are making decisions that lack metrics and lack data. It doesn't always seem like there is clear idea of things like how much money it would take to implement something or what impact a certain change would have.
- Institutional Research seems like an area where one change could have a significant, positive impact on the process.

**Health**

- Options 1 and 2 had potential. There was a clear goal of having a percentage of the labor market, which seemed possible.

**Human Resources (HR)**

- With the recent addition of a systemwide Human Resource Council, there is some concern, including concern from governance, that making another fundamental change to how Human Resources is organized could make things more difficult. They have not fully looked at the effectiveness of the recent changes.

**Community Campuses:**

- There are a lot of options. Nate feels that it is important to identify some values as well as pros and cons. It is unclear if there was general support for any one of the options. The review team came up with some terms for new collaborative networks between campuses. There seemed to be a lot of support to try to limit or consolidate the system itself.

**University Relations:**

- There have already been many comments submitted on the University Relations options.
- Only three options were identified by the review team.
- Staff Alliance's conversation identified deficiencies in the work of the review team. Specifically that there were some fundamental aspects that the review team neglected to provide. The review team systemically failed to provide any type of status quo option. This is probably in agreement with the charge they were given. However, most of the other review teams, even though asked not to, provide some type of status quo option.
- Within Staff Alliance there really wasn't support for any one of the options that the review team recommended. Alliance's conversation also included the idea that the feedback form has already received numerous responses.

**Fisheries:**

- Staff Alliance felt that Option 1 represents maintaining the status quo. Option 3 establishes a joint program between UAF and UAS. Option 6 consolidates Fisheries programs at UAF. It did seem like there was reasoning for some consolidation, but with Staff Alliance having representatives from both UAF and UAS, there was expected disagreement regarding where the consolidation would occur.

**eLearning**

- The review team felt that it was best for eLearning professionals to be embedded in academic programs. It seems counterintuitive to pull resources and personnel out of programs and try to consolidate them. It may be that identifying this as a principle from which decisions are made may be beneficial. The review team seemed to feel that it would be better to continue to operate within academic departments.
- This is another example where the review team looked at various levels of consolidation across the system. It could potentially involve the creation of a consortium of eLearning resources across the system that could potentially provide better connections and stronger networks between eLearning programs, but it does not involve consolidating or centralizing actual operations.

**Staff Council Response to SP Phase 2 Recommendations**

- In addition to responding to the official Strategic Pathways Phase 2 feedback forms, Staff Council can also collect your feedback in a Google doc. If a general consensus is seen in the Google doc, Staff Council could take an official position. Please be aware that the official Strategic Pathways Phase 2 feedback forms are anonymous. However, a Google doc that the group contributes to would not provide that same level of anonymity.

**D. Single Accreditation**

- For new members, there are a few items on our meeting agenda that are included as reminders for issues that have not been completely resolved. Single accreditation is one of those items.
- For single accreditation, the BOR has decided to not make a decision on whether UAF, UAA, and UAS would move towards single accreditation, but it remains on their agenda as a possibility. We will keep it on our agenda until the time that the BOR makes a final decision to either move forward with single accreditation or to take the possibility of single accreditation off the table.

**E. Budget Update**

*(See 'II. Chancellor's Remarks,' above)*

- Representatives at rural campuses noted that rural campuses have lost significant levels of statewide funding in recent years. It was suggested that Staff Council remain aware of how these reductions are impacting rural campuses.

#### **F. Furlough & Leave Accrual**

*(See 'V. Status of Pending Actions, above)*

#### **G. Employee Giving Initiative**

- This issue was initially raised last year by Interim Chancellor Mike Powers. The goal would be to document and show how much staff give to the university and community efforts. This still has potential. For now it will be tabled until the next meeting.

#### **H. UA Staff Make Students Count Award**

- i. Nominations closed Jan. 20
- More information will be provided at the March meeting.

#### **I. UAF Chancellor's Cornerstone Award**

##### **i. Nominations Close Feb. 10**

- Please consider nominating colleagues for this award.

#### **J. Committee Representatives: (none)**

### **X. STAFF ACHIEVEMENTS AND HIGHLIGHTS**

- This is an opportunity for representatives and others to highlight the accomplishments of fellow staff members. This item is on each meeting agenda. If you have news or highlights of staff accomplishments these can be emailed to the Staff Council Office, or you can fill out the online form on our website.

### **XI. NEW BUSINESS**

#### **A. Staff Council Orientation, Today, 11:30 AM - 12:30 PM**

- i. Location Change: Will now be held in Eielson Bldg., Room 304 & Google Hangout
- Both new and returning members are encouraged to attend orientation.

### **XII. INTERNAL COMMITTEE REPORTS**

#### **A. Elections – Jessica Armstrong, Co-Chair & Stacey Howdeshell, Co-Chair**

- i. Attachment 278-6: Committee Report
- The committee's next meeting is this coming Wed. Feb. 8, at 11am, in the Life Sciences bldg.
- The committee is always looking for new members. You are welcome to attend any meetings, even if you are not a committee member.

#### **B. Membership and Rules - Mathew Mund, Chair**

- i. Attachment 278-5: Committee Report

#### **C. Rural Affairs - Chris Brooks, Chair**

- i. Did not meet
- The committee currently has multiple items on their agenda.
- They have identified some problems with contracts at the Seward Marine Center. The committee will be looking into taking proper action on items related to the crew of the Sikuliaq and other contract issues that have not been resolved.
- Chad is looking into the major state funding reductions facing rural campuses.
- The committee's next meeting is this Tues. Feb. 7 at 2pm, by Google Hangout.

#### **D. Staff Affairs – Jane Groseclose, Co-Chair**

- i. Co-Chair Needed
- ii. No report

- iii. Communications - Staff Affairs Subcommittee - Jane Groseclose, Co-Chair
  - a) Co-Chair Needed
  - b) No report
- The committee's next meeting is Feb. 17 at 10am in Rasmuson Library Rm. 502 and by Google Hangout.

E. University Advocacy – Kara Axx & Jami Warrick, Co-Chairs

- i. Attachment 278-8: Committee Report
- ii. The committee's next meeting is Feb. 14 from 1:30 - 2:30 pm.

**XIII. INTERNAL AD HOC COMMITTEE REPORTS**

Carolyn Sampson Memorial Scholarship Ad Hoc Committee - Jessica Armstrong, Stacey Howdeshell, Amanda Wall, Jami Warrick

- i. Did not meet

**XIV. EXTERNAL STATEWIDE COMMITTEE REPORTS (written only)**

A. Staff Alliance - Staff Health Care Committee – Lesli Walls, Rep; Stacey Howdeshell, Rep; David Bantz, Alt; Sue Mitchell, Alt

- i. Did not meet
- ii. Time is running out to complete the requirements for the wellness rebate.

B. Staff Alliance Compensation Working Group – Kathy Nava, Rep; Alda Norris, Rep

- i. Did not meet

C. Staff Alliance Morale Committee - Lesli Walls, Rep; Jami Warrick, Rep

- i. No report

**XV. EXTERNAL UAF COMMITTEE REPORTS (written only)**

A. Accreditation Steering Committee - On Hiatus

B. Chancellor's Advisory Committee for the Naming of Campus Facilities - Jesse Atencio, Rep

- i. Representative did not submit a report

C. Chancellor's Diversity Action Committee (CDAC) – On Hiatus

D. Chancellor's Planning and Budget Committee - On Hiatus

E. Employee Engagement Subcommittee - Kara Axx, Carrie Santoro, Lesli Walls, Jami Warrick

- i. Attachment 278-9: Committee Report

F. Fresh Air Campus Challenge Committee – On Hiatus

G. Gender Inclusive Work Group - Mathew Mund, Rep, Chynna Sandgren, Alt

- i. Attachment 278-4: Committee Report

H. Master Planning Committee (MPC) – Amanda Wall, Rep

- i. Attachment 278-7: Committee Report

- I. Meritorious Service Award Committee – Connie Huizenga, Rep
  - i. Representative did not submit a report
- J. People’s Endowment Board – Lena Krutikov
  - i. Representative did not submit a report
- K. RISE Board – Ian Olson, Rep
  - i. Representative did not submit a report
- L. Sustainability in Dining Committee - Mathew Mund, Rep
  - i. Did not meet
- M. Work Life Balance Committee - Inactive

**XVI. EXTERNAL UAF AD HOC COMMITTEE REPORTS (none)**

**XVII. ANNOUNCEMENTS**

- The Geophysical Institute’s (GI) is making progress on their ability to broadcast launches. Information is available on the GI’s website. Please be aware that the dates of the launches could change due to weather. They will also be posting the information on the GI’s Facebook page.

**XVIII. ROUND TABLE DISCUSSION (off the record)**

**XIX. ADJOURN**

- The meeting was adjourned by President Nate Bauer at 11:45 AM.

SC 278

Motion 2017-278-1 - APPROVED

**University of Alaska Fairbanks  
Staff Council  
Motion 2017-278-1  
APPROVED**

UAF Staff Council unanimously approved the following motion at Staff Council Meeting #278, on Feb. 6, 2017:

**Motion 2017-278-1:**

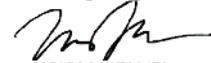
**Motion to Amend Effective Date of UAF Staff Council 'Resolution 2016-277-2:**

**Resolution Proposing Changes to Furlough Leave Language in UA Regulation R04.07.110 D.1. to Allow for Leave Accrual by Non-exempt Employees'**

UAF Staff Council moves to amend Resolution 2016-277-2 by deleting the effective date.

Effective:                      Immediately

Rationale:                      The original intent of Resolution 2016-277-2 was to request that the proposed changes to Board of Regents Regulation R04.07.110.D.1. be in place by the start of the new fiscal year (July 1, 2017). The original intent was not to postpone Resolution 2016-277-2 from becoming official until the start of the new fiscal year, July 1, 2017.

DocuSigned by:  
  
26535CCA4E66470...

March 29, 2017

\_\_\_\_\_  
Nate Bauer, President, UAF Staff Council

\_\_\_\_\_  
Date

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**Proposed Changes:**

~~strikethrough~~ = Delete

**BOLD** = Insert

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~~**EFFECTIVE:**                      7/1/2017~~

**RATIONALE:**                      (see below)

Attachments: Resolution 2016-277-2 with supporting documentation

University of Alaska Fairbanks  
Staff Council  
Resolution 2016-277-2  
Approved

UAF Staff Council unanimously approved the following resolution at Staff Council Meeting #277, on Dec. 5, 2016.

**Resolution 2016-277-2**

**Resolution Proposing Changes to Furlough Leave Language in UA Regulation R04.07.110 D.1. to Allow for Leave Accrual and Ensure Parity for Exempt and Non-Exempt Employees**

WHEREAS, UA Regulation R04.07.110 D1 provides that furlough will reduce leave accrual; and

WHEREAS, the furlough FAQ written by UA HR for Exempt Employees indicates that Exempt employees will not lose leave accrual (attached); and

WHEREAS, the furlough FAQ written by UA HR for Non-exempt Employees indicates that Non-exempt employees will lose leave accrual (attached); and

WHEREAS, as implemented in FY17, non-exempt furloughed UAF employees did not accrue leave in the system, which was only alleviated by a manual addition of leave by HR staff; and

WHEREAS, as implemented in FY17, furloughed UAF employees lost leave accrual if they were non-exempt; and

WHEREAS, the loss of annual leave represents an additional benefit and compensation loss; and

WHEREAS, the loss of sick leave represents an additional benefit loss; and

WHEREAS, in October 2016 UA manually added sick and annual leave back to non-exempt employees at UAF affected by furlough; now

THEREFORE BE IT RESOLVED, that UA modify UA R04.07.110 to remove the requirement that leave accrual be reduced by a furlough; and

BE IT FURTHER RESOLVED, that UA take steps to adjust furlough procedures to keep parity between exempt and non-exempt employees during furlough by allowing for annual and sick leave accrual.

EFFECTIVE: 7/1/2017

RATIONALE: (see below)

**RESOLUTION 2016-277-2 -APPROVED (cont.)****RATIONALE:**

UA's furlough policies as implemented require non-exempt employees to take leave without pay. The leave without pay code does not allow for leave accrual, so non-exempt employees lose annual and sick leave proportionate to the number of hours they are furloughed. Exempt employees do not take leave without pay as part of furlough and so never lose leave accrual.

Annual leave is cashed out upon termination and, for employees Grade 79 and below, available for the Annual Leave Cash-In program.

UAF Staff Council has considered other possibilities that might help UA be more flexible with furlough:

- 1) Continue to true-up annual and sick leave for furloughed non-exempt employees
- 2) Grant furloughed non-exempt employees additional personal holiday time
- 3) Furlough non-exempt employees for a fewer number of hours than exempt employees

Staff Council appreciates the work done by HR in Fall 2016 to resolve this issue in a favorable manner for furloughed employees at UAF. We hope that we can work with UA to find an equitable resolution in the future, especially as furlough is likely to be on the table in FY18.

---

Nate Bauer, President, UAF Staff Council

---

Date

RESOLUTION 2016-277-2 -APPROVED (cont.)

Proposed Changes:

~~strikethrough~~ = Delete

**Bold** = Insert

-----

**R04.07.115. Employee Furlough.**

D. Employee benefits during a furlough will be affected as follows:

~~1. Accrual of annual and sick leave will be reduced by a furlough.~~

**1.2.** Holiday pay for benefit-eligible employees will not be reduced for a holiday immediately before or after a furlough day.

~~2.3.~~ Health care and life insurance benefits will not be reduced by a furlough. However, health and life insurance may be suspended in the case of an unpaid leave of absence of 30 days or more resulting from a state budget impasse.

~~3.4.~~ Pay deductions authorized by an employee will not be reduced during a furlough, though voluntary deductions may be altered. The employee remains responsible for making all employee contributions during a furlough period, including health coverage. In the case of a state budget impasse resulting in an unpaid leave of absence, the university may but is not required to withhold unpaid deductions or contributions from pay when the furlough ends.

~~4.5.~~ Retirement contributions by both the employee and the university will be reduced by a furlough. Service credit may also be reduced.

## **Furlough FAQ for Exempt (salaried) University Employees**

### **What is a furlough?**

A furlough is defined in University Regulation R04.01.115.A as a temporary unpaid leave for a designated period of time, or a prospective, temporary reduction in pay, imposed to meet a budgetary shortfall. University furlough plans are recommended by the chancellor and approved by the president. Furlough plans for exempt employees will be a temporary reduction in pay during the fiscal year.

### **As a salaried employee, how will my pay be affected by a furlough?**

When an exempt employee is furloughed, their salary during the furlough period is reduced by a percentage commensurate to the number of furlough days assigned. If, for example, there is a 10-day furlough in FY16, your annual gross earnings would be reduced by 3.8%, and you would receive 10 furlough days to be used between July 1, 2015 and June 30, 2016. Regardless of when an exempt employee uses the furlough days, the reduction salary will begin the first full pay period in July.

### **How are furlough days scheduled?**

Furloughs may include “fixed” furlough days and “floating” furlough days. If a campus or a department closes on certain days, those will be “fixed” furlough days. “Floating” furlough days will be scheduled in the same way that employees schedule annual leave, with supervisor approval, subject to the operational needs of the department. The FY16 systemwide leadership furlough will be “floating” furlough days. Furlough days can be taken during the holiday closure or before or after a holiday.

### **When can I start using my furlough days?**

Employees can use any of their floating furlough days beginning on July 1 of the affected fiscal year. Furlough days must be used on or before June 30 of the fiscal year end. They do not carry over to the next fiscal year.

### **How does a furlough affect PERS service credit?**

A reduction in annual pay will not affect PERS service credit.

### **How does a furlough affect my PERS retirement benefit?**

The amount of employer contributions will be reduced by the same percentage as your furlough. If you are in the PERS Defined Contribution plan (Tier IV), a furlough will reduce the amount paid into your account. For a PERS Tier I, II or III member, if your service credit is not reduced, the salary reduction will not affect your retirement benefit unless you are in one of your high three or five salary years. Contact your regional HR office for more information if you think you might be in one of your high three or five salary years.

### **How does a furlough affect my ORP retirement?**

A furlough will reduce the amount paid into employees' ORP accounts, but does not affect vesting in the plan.

### **How does a furlough affect my other benefits?**

Furloughs will not reduce your FTE (full time equivalent) status. Therefore, your annual leave and sick leave accrual will not be affected. Holiday pay will be reduced by the same percentage as the furlough, like any other pay. Furlough days may be taken before or after a holiday. Annual leave remains subject to a maximum accrual of 240 hours.

### **How does this furlough affect my health coverage and other benefit deductions?**

It doesn't. Your deductions will continue to be withheld from each of your bi-weekly paychecks just as they are now.

### **How does a furlough affect my agreement to voluntarily reduce my employment?**

If you have agreed to a voluntary reduction, that time will be deducted from your mandatory furlough. For instance, if you agreed to a five day reduction in your schedule, you would not be required to take any mandatory furlough days if you are subject to a five day furlough; but if, for example, there is a ten day furlough, your five day voluntary reduction would be deducted, resulting in an additional five days of furlough.

### **If I am on Family and Medical Leave Act (FMLA) leave, do furlough days affect my leave?**

An employee who is approved for FMLA leave may use the mandatory furlough days in place of sick leave or annual leave. Furlough days will not count against an employee's FMLA leave entitlement.

### **Are any employees exempt from a University furlough?**

Yes: employees who hold H-1B visas, as defined in 20 CFR 655.731; graduate/teaching/ research assistants, postdoctoral fellows/trainees who do not pay FICA, and other student employees; employees on military leave with pay; employees who perform functions essential to maintain health and safety, as determined by the chancellor or president; and employees whose compensation is derived 100% from restricted funds.

### **Can I do any work on a furlough day?**

A furlough day is to be treated like any other leave or weekend day.

### **How do I submit my furlough leave?**

Use the furlough earnings code of 650 for L- Furlough Time on your timesheets after

July 1, 2015, to keep track of the furlough days you take.

Furlough FAQs – Exempt Employees 4-24-15 2

## **Furlough FAQ for Non-Exempt (Hourly) Employees**

### **What is a furlough?**

A furlough is defined in University Regulation R04.01.115.A as a temporary unpaid leave for a designated period of time, or a prospective, temporary reduction in pay, imposed to meet a budgetary shortfall. University furlough plans are recommended by the chancellor and approved by the president.

### **As an hourly employee, how will my pay be affected?**

Your hourly pay will remain the same, but the number of hours that you work in a fiscal year will be reduced by a furlough. You will be on leave without pay (LWOP) on furlough days. Employees may not substitute paid leave or other forms of paid time off for any hours or days designated as furlough time.

### **How are furlough days scheduled?**

Furloughs may include “fixed” furlough days and “floating” furlough days. If a campus or a department closes on certain days, those will be “fixed” furlough days. “Floating” furlough days will be scheduled in the same way that employees schedule annual leave, with supervisor approval, subject to the operational needs of the department.

Employees may not work more than 40 hours in the work week in which a furlough day is taken. Furlough days can be taken during the holiday closure or before or after a holiday. Non-exempt employees may take a maximum of five furlough days per pay period.

### **When can I start taking my furlough days?**

Employees can use any floating furlough days beginning on first full pay period in July of the affected year. Furlough days must be taken on or before June 30 of the affected fiscal year.

### **How does a furlough affect my PERS service credit?**

PERS service credit is affected if an employee has more than ten days of leave without pay during a calendar year. If you have taken LWOP for another reason during the calendar year, you may want to consider working a reduced weekly schedule in lieu of a furlough. An employee with a weekly schedule of at least 30 hours per week is eligible for full PERS service credit. Please contact your regional human resources office for more information.

### **How does a furlough affect my PERS retirement benefit?**

The amount of employer contributions will be reduced by the same percentage as your furlough. If you are in the PERS Defined Contribution plan (Tier IV), a furlough will reduce the amount paid into your account. For a PERS Tier I, II or III member, if your service credit is not reduced, the reduction will not affect your retirement benefit unless you are in one of your high three or five salary years. Employees in their high three or five salary years should consider other options, such as a reduced work year (11 months vs. 12 months), which will reduce service credit but not impact high salary calculation. Please contact your regional human resources office for more information.

### **How does a furlough affect my ORP retirement?**

A furlough will reduce the amount paid into employees' ORP accounts, but does not affect vesting in the plan.

### **How does a furlough affect my leave accrual and other benefits?**

Employees accrue annual and sick leave based on hours in paid status in each pay period; thus, time in unpaid status reduces leave accrual.

Holiday pay will not be reduced unless you reduce your percent of full time (FTE). You may take furlough days before or after a holiday. Annual leave remains subject to a maximum accrual of 240 hours.

### **How does this furlough affect my health coverage and other benefit deductions?**

Your deductions will continue to be withheld from each of your bi-weekly paychecks just as they are now. If you have no earnings during any pay period, you will have to pay the usual deductions for health care and other benefits for the pay period(s) of LWOP. Limiting the number of furlough days to five per pay period allows deductions to be taken from earnings for work or leave during the pay period.

### **How does a furlough affect my agreement to voluntarily reduce my employment?**

If you have agreed to a voluntary reduction, that time will be deducted from your mandatory furlough. For example, if you agreed to a five day reduction in your schedule, you would not be required to take any mandatory furlough days if you are subject to a five day furlough; if you are subject to a ten day furlough, your five day voluntary reduction would be deducted, resulting in an additional five day furlough.

### **If I am on Family and Medical Leave Act (FMLA) leave, do furlough days affect my leave?**

An employee who is approved for FMLA leave may use the mandatory furlough days in place of sick leave or annual leave. Furlough days will not count against an employee's FMLA leave entitlement.

### **Can I do any work on a furlough day?**

No. Non-exempt employees may not work on furlough days or any other day when they are not approved to work.

**May I volunteer to do my job on a non-pay basis during a furlough period?**

No. Non-exempt employees may not volunteer to perform their usual job functions on furlough days or any other day.

**Are any employees exempt from a University furlough?**

Yes: employees who hold H-1B visas, as defined in 20 CFR 655.731; graduate/teaching/ research assistants, postdoctoral fellows/trainees who do not pay FICA, and other student employees; employees on military leave with pay; employees who perform functions essential to maintain health and safety, as determined by the chancellor or president; and employees whose compensation is derived 100% from restricted funds.

## University of Alaska Fairbanks

### Staff Council

#### *Proposal for UAF Staff Volunteer Days*

*Revised 12/2/2016*

In partnership with our university's administration. UAF Staff Council seeks to promote and strengthen UAF's core themes, including its efforts to engage Alaskans through Outreach for Continuing Education and Community and Economic Development, as well as UA System efforts to demonstrate accountability to the people of Alaska. We also highlight our own organization's commitment, through Staff Council's University Advocacy Committee, to establish events and functions to help make the public aware of the value of University staff as well as students and faculty.

We further observe our communities' increased need for time and effort from UAF's wide variety of skilled and highly capable staff and potential volunteers, as well as the opportunity to bridge cultural and connotative gaps between UAF and our larger community.

We also recognize the potential for UAF and its Staff Council to partner together in an effort to benefit the community in which we live and work. The annual Staff Volunteer Day proposed herein seeks to incorporate the organization, facilitation, and promotion of volunteerism by staff on a large scale, during designated times of year when the efforts are most needed.

As a result of these concerns, UAF Staff Council seeks official designation for UAF Staff Volunteer Day. Our proposal seeks equally shared commitment (and the credit that results) from administration and staff individuals that staff members can use from ½ to one full work day of volunteer time per staff member from their existing annual leave or leave without pay. This proposal also allows the University to donate additional administrative leave time for staff volunteerism, if and when it is financially able to do so.

We propose that these volunteer efforts be concentrated as full workdays during one or two designated weeks per school year, which may also minimize any adverse effect to UAF and its service to students. Tentative proposals for these weeklong designations include a single week during the Fall semester and one during Spring semester. Other smaller volunteer efforts could be arranged within the campus that would not require leave time such as food drives, etc. We further recognize the need for the stringent organization, regulation, and oversight of such proposed activities, with Staff Council anticipating collaboration with University Human Resources and Administration regarding implementation.

In summary, UAF Staff Council proposes, in conjunction with UAF administration, the founding of Annual Staff Volunteer Days, incorporating the organization, facilitation, and promotion of volunteerism by staff on an extensive level, during designated times of the year when these efforts are most needed by our community.

**University of Alaska Fairbanks**

**Staff Council**

**Resolution 2016-277-3**

**Approved**

*Revised 12/2/2016*

UAF Staff Council unanimously approved the following resolution during Staff Council Meeting #277, on Dec. 5, 2016:

**Resolution 2017-277-3:**

**Resolution in Support of UAF Staff Council's 'Staff Volunteer Days' Proposal**

**WHEREAS**, UAF Staff Council's University Advocacy Committee is committed to *organizing events and functions to help make the public aware of the value of University staff, as well as students and faculty*; and

**WHEREAS**, Staff Council observes our communities' increased need for time and effort from the University's wide variety of skilled and highly capable staff and potential volunteers; and

**WHEREAS**, we also recognize the opportunity to bridge cultural and practical gaps between UAF and our larger community; and

**WHEREAS**, we further observe the potential for UAF and Staff Council to partner together in an effort to benefit the community in which we live and work; and

**WHEREAS**, we are committed to UAF's core themes, including its efforts to *engage Alaskans through Outreach for Continuing Education and Community and Economic Development*; and

**THEREFORE BE IT RESOLVED**, that UAF Staff Council supports the proposal to found Annual Staff Volunteer Day at UAF.

DocuSigned by:  
  
26535CCA4E66470...

\_\_\_\_\_  
Nate Bauer, President, UAF Staff Council

\_\_\_\_\_  
January 24, 2017

\_\_\_\_\_  
Date

**University of Alaska Fairbanks**

**Staff Council**

**Motion 2016-275-1**

*Approved*

**Motion 2016-275-1:**

**Motion to Amend ‘Carolyn Sampson UAF Staff Council Memorial Scholarship Endowment’ Restrictions to Comply with New UA Foundation and UA Anti-Discrimination Policies**

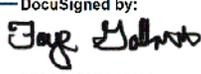
UAF Staff Council approved the following motion at Staff Council Meeting #275, on Oct. 10, 2016, by a vote of 26 – For, 1 – Against.

**MOTION**

UAF Staff Council moves to amend the ‘Carolyn Sampson UAF Staff Council Memorial Scholarship Endowment’ – ‘9. QUALIFICATIONS PERTAINING TO THE RECIPIENTS’ by striking: “F. Preference will be given to a single female or male student who is the single head of household.”

EFFECTIVE: Immediately

RATIONALE: The anti-discrimination policies adhered to by the University of Alaska and the UA Foundation, including federal policies, have changed since the time at which this scholarship was created. It was necessary to amend the original endowed scholarship qualifications to bring this scholarship into compliance with current standards.

DocuSigned by:  
  
7E9C8458E641469...  
\_\_\_\_\_  
Faye Gallant, Staff Council President

November 8, 2016  
\_\_\_\_\_  
Date

[[INSERT]] = add language

~~Strike~~ = remove language

**University of Alaska Foundation**

**Endowment Award**

**Administrative Agreement**

- 1. NAME OF ACCOUNT: Carolyn Sampson / UAF Staff Council Memorial  
Award

(... )

Motion 2016-275-1 – DRAFT (Cont.)

9. QUALIFICATIONS PERTAINING TO THE RECIPIENTS

- A. Recipient should demonstrate motivation, academic and leadership potential
- B. Recipient must be in good academic standing with a minimum cumulative 2.00 GPA.
- C. Recipient must be a full-time or part-time student at the University of Alaska Fairbanks.
- D. The primary consideration in awarding the scholarship will be on the basis of need.
- E. In accordance with the original intent of the fund, recipients of this award should be seeking new career paths or retraining to re-enter the job market.
- ~~F. Preference will be given to a single female or male student who is the single head of household.~~



# UA Foundation Agreement Report

## 80586 Carolyn Sampson - UAF Staff Council Memorial Award

**Purpose:** To provide new career paths or retraining to applicants wishing to re-enter the job market or whose work activity may be threatened by economic, health or other factors.

**Campus:** UAF

**College:** Financial Aid Office

**Department:** Financial Aid

**Fund Classification:** Scholarship

### Fund Details

**Expenditure Details:** None

**Expenditure Stipulations/Process:** None

**Project Endowment Date:** None

**Return Spending to Principal:** None

**Stewardship:** None

### Criteria

**Qualifications:**

- Primary consideration will be on the basis of need.
- Recipient must be in good academic standing.
- Recipient shall demonstrate motivation, and academic and leadership potential.
- Recipients should be seeking new career paths or retraining to re-enter the job market.

**Enrollment Status:** Full Time

**Class Standing:** Any

**Minimum GPA:** Minimum 2.0 cumulative

**Must be born in AK:** No

**Alaska Resident:** No

**Gender:**

**Preferences:** None

### Awarding Processes

**Apply to:** UAF Financial Aid



# UA Foundation Agreement Report

- Selection Process:** The Scholarship Coordinator shall send a pool of qualified applications to academic departments in need, or the Leveraging Committee (LC), who shall make the final selection or appoint a committee to do so.  
The Department or LC shall forward notification of final selections to the SC for approval, student notification, and award dispersal.
- Award Amount:** Minimum \$500 per academic year

## Living/Contactable Fund Contacts

Brackets "[ ]" indicate an org contact, Parenthesis "( )" indicate the relationship type.

## Internal Fund Contacts

- 134772 - UAF Financial Aid Scholarship Coordinator (30011012 - Rebecca Phillips) (Signature Authority)
- 134889 - UAF President of the Staff Council (30688939 - FayeLynn Gallant) (Organizational)
- 134769 - UAF Director of Financial Aid (30056372 - Deanna Dieringer) (Organizational)
- 155726 - UAF Associate Director of Financial Aid (30092648 - Julie Parshall) (Delegated Signature)

**University of Alaska Foundation  
Fund Agreement  
Revised Fund**

<b>Fund Name:</b>	<b>Carolyn Sampson - UAF Staff Council Memorial Award</b>			
<b>Acct Fund Type:</b>	Endowment	<b>Fund Classification:</b>	Scholarship	No.
<b>Start Date:</b>	August 1990; Revised September 2009; Revised November 2016	<b>Acad/Admin Unit:</b>	Financial Aid Office	
<b>Campus:</b>	UAF	<b>RE Department:</b>	Financial Aid	1
<b>VSE Category:</b>	Curr Oper – Restricted	<b>FE Department:</b>	Science & Engineering	1
		<b>FE Fund Classification:</b>	Scholarship	
<b>Purpose:</b>	To provide new career paths or retraining to applicants wishing to re-enter the job market or whose work activity may be threatened by economic, health or other factors.			
<b>Intent to Endow:</b>	N/A	<b>Date After Which Fund May Be Used In Entirety if Not Endowed:</b>	N/A	
		<i>(Fndn &amp; Campus Devt Ofc must be contacted prior to spending)</i>		
<b>Expenditures Allowed During Maturation?</b>	N/A			

**Scholarship or Award Information**

<b>Application Process:</b>	UAF Financial Aid
<b>Qualifications:</b>	Primary consideration will be on the basis of need.*
	Recipient must be in good academic standing.*
	Recipient shall demonstrate motivation, and academic and leadership potential.*
	Recipients should be seeking new career paths or retraining to re-enter the job market.*
<b>Preferences:</b>	<b>REMOVE: Preference will be given to a single female or male student who is the single head of household.*</b>
<b>Alaska Resident:</b>	No
<b>Class Standing:</b>	Any
<b>Enrollment Status:</b>	Full Time
<b>GPA:</b>	Minimum 2.0 cumulative
<b>Selection Process:</b>	The Scholarship Coordinator shall send a pool of qualified applications to academic departments in need, or the Leveraging Committee (LC), who shall make the final selection or appoint a committee to do so. The Department or LC shall forward notification of final selections to the SC for approval, student notification, and award dispersal.
<b>Amount:</b>	Minimum \$500 per academic year

**Fund Contacts:**

	<i>Position</i>		
Signature Authority:	UAF Financial Aid Scholarship Coordinator		
Delegated Signature Authority:	UAF Associate Director of Financial Aid		
Organizational:	UAF Director of Financial Aid		
Organizational:	UAF President of the Staff Council	<i>Current Individual</i>	<i>RE ID#</i>
Original DO:	-----		
Original Donor:	-----	UA No External Fund Contact)	147448
Significant Interest:	-----	UAF Staff Council	64580

*All fund contacts, except signature authority, can be changed without a formal revision.*

**Standard Terms:**

- A. All gifts and endowed balances are subject to fees as determined from time to time by the Board of Trustees.
- B. This fund will be managed in accordance with the investment and fund administration policies approved (and as may subsequently be amended from time to time) by the Foundation Board of Trustees.
- C. A recipient of a scholarship or award from this fund will forfeit the scholarship or award if he or she:
  - 1. Does not enroll in the semester in which the award is in effect; and
  - 2. Does not maintain Satisfactory Academic Progress (SAP), as defined by UA, towards his/her education goals, to be tracked by the campus financial aid office.
- D. No Foundation scholarship may allow the student's aid package to exceed their calculated Cost of Attendance (COA). The campus financial office will track COA.
- E. A recipient shall not be notified of his or her award until the expenditure has been approved by the Foundation.

*\*This criterion was chosen by the fund's Original Donor and may not be altered outside of the Foundation's formal revision process and/or without the Original Donor's written approval.*

**Approvals:**

Signature Authority, UAF Associate Director of Financial Aid: Julie Parshall N/A - Protected Class Policy Revision

Fund & Gift Services Manager: Taylor Dine Taylor Dine Date: 11/23/2016

Senior Fund & Gift Svcs Mgr: Amber Gichard Amber R. Gichard Date: 11/23/2016

**For Foundation Accounting Use Only:**

Project Number(s): <u>80586</u>	Unrest	Temp Rest	Perm Rest
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If this project is an endowment or Quasi endowment, then determine the accounting classification for the principal, spending, and unexpended earnings. Set up three project numbers 6XXXX, 7XXXX, and 8XXXX. Note, both the 6XXXX and 7XXXX project numbers will be set up with the same accounting classification.

**Fund Balance Account:**

Restricted Account Number: _____
Endowment Account Numbers: _____

- Update Project List in Excel       Create project in Raiser's Edge  
**Financial Edge:**     Configure     Project     Account

Set-Up By: <u>[Signature]</u>	Date: <u>1/18/17</u>
Accounting Approval: <u>[Signature]</u>	Date: <u>01/30/17</u>



**Committee: Membership & Rules Committee**

**Submitted By: Mathew Mund**

**Committee Chair(s): Mathew Mund**

**Meeting Date: 1/11/2017**

**Present:** Wendy Rupe, Kathleen Nava, Melissa Parks, Mathew Mund

**Excused:** None

**Absent:** None

**Guests:** None

**Report:**

No old business.

Committee see no need to set maximum department cap.

Wendy - Contact with HR to monitor staff levels to ensure units are represented evenly.

Mathew will get contact.

Melissa - Compile Bylaws from Board of Regents, Staff Alliance, other MAU's Staff Councils to compare to UAF Staff Council bylaws to identify inconsistencies.

Committee members will review Roles and Responsibilities (R&R) to see if you have addition/corrections prior to new Staff Council Rep orientation. None at this time.

**Action Items / Follow Up:**

**Next Meeting Date:** 2/8/2017 **Time:** 3-4 PM

**Location:** Google Hangouts

**Meeting available by Google Hangout:** YES

**Committee:** Elections Committee

**Submitted By:** Jessica Armstrong

**Committee Chair(s):** Jessica Armstrong

**Meeting Date:** 12/6/2016

**Present:** Stacey, Sue, Brandi

**Excused:**

**Absent:** none

**Guests:** none

**Report:**

Stacey and Jessica will co-chair

PAIR freezes data in October and April but our data request can be pulled within 2 weeks because its pretty simple so we should ask for it July 1

We are working on learning about OrgSync in hopes of using that for the next Staff Council elections, trying to figure out how it works and how we will need to set it up.

**Action Items / Follow Up:**

**Next Meeting Date:** 2/8/2017 **Time:** 11 AM - Noon

**Location:** Reichardt Bldg. Rm 300

**Meeting available by Google Hangout:**

**Committee:** Master Planning Committee

**Submitted By:** Amanda Wall

**Committee Chair(s):**

**Meeting Date:** 1/26/2017

**Present:** Joshua Greenberg, Gary Newman, Doug Schrage, Nathan Belz, Jonathan Shambare, Kara Axx, Kate Ripley, Amand Wall

**Excused:** n/a

**Absent:** n/a

**Guests:** none

**Report:**

Reviewed MPC priorities memo for submission to Interim Chancellor Thomas.

Priorities include: security, safety and access on campus, resident life, student experience, fire station and emergency service training and educational facility, campus appearance (including snow removal), and sustainability.

**Action Items / Follow Up:**

**Next Meeting Date:** 2/9/2017 **Time:** 9AM

**Location:** Chancellor's Conference Room

**Meeting available by Google Hangout:** NO

**Committee:** University Advocacy Committee

**Submitted By:** Kara Axx

**Committee Chair(s):**

**Meeting Date:**

**Present:** Jami Warrick, Kara Axx

**Excused:**

**Absent:**

**Guests:**

### **Report:**

The University Advocacy Committee (UAC) is a Permanent committee of UAF Staff Council focused around three main guidelines.

1. Organize events and functions to help make the public aware of the value of University staff, as well as students and faculty
2. Organize events and functions that increase staff morale and awareness of the University
3. Focus on on-boarding, mentoring, and communications within Staff Council and public relations with the UAF community

Currently there are two primary projects with the UAC - establishing and outlining a Staff Volunteer Day and working to establish online forums for employees.

Sign up for the University Advocacy Committee to learn more! Committee meets on the second Tuesday of the month from 1:30-2:30 in a location to be determined and via hangouts.

### **Action Items / Follow Up:**

**Next Meeting Date:** 2/14/2017 **Time:** 1:30 - 2:30 PM

**Location:** TBD and Hangouts

**Meeting available by Google Hangout:** YES

